

Inventory Shortage Alert

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Inventory Shortage Notification

Dear [Recipient Name],

We have conducted a recent inventory check and have identified a shortage in the following items:

- Item Name 1 - Quantity Shortage: [X]
- Item Name 2 - Quantity Shortage: [Y]
- Item Name 3 - Quantity Shortage: [Z]

This shortage may impact our operations and customer orders. Please take immediate action to address this issue.

Let us know if you require further details or assistance in resolving this matter.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]